



Internship Opportunities for Winter/Spring, Summer & Fall 1999

U.S. Department of Housing and Urban Development OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT (CPD)



Office of Executive Services

The Office of Executive Services (OES) provides unique and exciting opportunities for students with an interest in housing and urban policy issues as well as those with general public administration interests. OES coordinates the activities of the various program offices—Community Development Block Grant, HOME, and Homeless—all under HUD's Assistant Secretary for Community Planning and Development (CPD). OES plays a special role in formulating policy with the Office of the Assistant Secretary and offers an opportunity to interact with many different parts of HUD and CPD.

OES has direct responsibility for all 43 CPD Field Offices and is the most direct link to the 1,000 local communities that participate in CPD programs. The office reports to Congress on CPD programs and maintains data systems that provide performance information on the CPD programs that distribute approximately \$7 billion annually. It performs a diverse set of tasks and offers a chance to get an overview of how program offices, field staff, and grantees interact and gain policy and program direction from the HUD Secretary and the CPD Assistant Secretary.

An intern in OES will have an opportunity to participate in all facets of OES work. Policy and program work demands the ability to analyze issues, articulate policy and program issues quickly and precisely, and present options clearly to decision makers. The office provides an opportunity to learn how various data systems technologies are used in government, how current computer software can be integrated into policy and program analysis, and how the Internet plays an expanding role in these concerns. Interns with good skills can step in and participate in the decision-making process and have a meaningful learning experience.

Specific tasks in which interns might participate in the immediate future include the following:

- ★ Attend and report on legislative hearings, including meeting with congressional staff and legislative liaisons;
- ★ Attend conferences with interest groups and contribute to the development of national policy;
- ★ Work with HUD information systems that track the performance of thousands of grantees across the country that receive billions of dollars of annual Federal funds;
- ★ Review grantee's neighborhood revitalization strategies and anti-poverty strategies submitted as possible models; and
- ★ Monitor the progress of HUD's management reform process from the perspective of its key program, policy, and field office staff.

Students should consider OES for an opportunity to participate in meaningful activities that will provide both ground-level experience and oversight perspective on housing and urban development issues at the national level..

For further information contact **Ted Leavengood at 202/708-2565, ext. 4451.**

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